

**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Participation in the Management Seminar, 2 February 1983

**FROM:**Director of Training and Education  
1026 Chamber of Commerce Building**EXTENSION****NO.**

OTE 83-3501

**DATE**

18 JAN 1983

STAT

STAT

**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. Director of Data Processing  
2D0105 Headquarters

1 FEB 1983

5/8

2. DD  
EXD

170m

27

19 Jan

GD

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

OTE 83-3501

18 FEB 1983

MEMORANDUM FOR: Director of Data Processing

FROM:

[REDACTED]

Director of Training and Education

STAT

SUBJECT: Participation in the Management Seminar,  
2 February 1983

STAT

[REDACTED]

1. I am pleased that you are able to accept the invitation to meet with the participants of the Management Seminar on Wednesday, 2 February 1983. The Management Seminar is designed for second-level managers, GS-13/15, who plan and manage office- or division-level resources.

2. The purpose of your participation is to provide the participants an opportunity to hear a candid statement on the nature of managerial work in our organization from one of the Agency's senior managers.

3. The format of the "exchange" calls for a short introductory statement. We suggest that the statement be along the following lines: your personal philosophy of leadership and management; the "trials and tribulations" and rewards that you derive from your own work as manager; your thoughts on what you consider good management; and your assessment of mid-level managers in the Agency. You are scheduled to start at 7:00 p.m. and finish around 9:00 p.m.

4. Thank you for being so generous with your time. If you have any questions, please call [REDACTED] Management Seminar Chairman, on extension [REDACTED]

STAT  
STAT  
STAT

[REDACTED]

(Ea item on one card.)  
(Put in order.)

Philosophy of Management and Leadership

Goal Identification

Strategic Planning

Resource Acquisition

Organizational Identity

People

Ideas

Change

Boundary Tensions

Creative Energy

Ethics and Morals

Trials and Tribulations

Environmental Control

Cloudy Decisionmaking

Arbitrary Decisionmaking

Resource Acquisition

Good Management

Resource utilization for goal  
accomplishment without diminishing  
individuals nor organization

Atmosphere supportive of creativity,  
aimed at positive contributions to  
society, with rewards for appropriate  
behavior

Human side of equation. uppermost

Avoidance of bureaucracy for its own  
purpose

(all the following on one card)

Mid-Level Managers

Cautious

Parochial, Embryonic

Management Philosophies

Service Oriented

Insufficiently concerned with motivation  
and behavior